A RESOLUTION authorizing the Common Council of the City of Fort Wayne to propose an Ordinance for passage to the County Income Tax Council.

WHEREAS, the adoption of a County Option Income Tax will provide additional revenues to enable Fort Wayne, Indiana, to maintain and improve the level of municipal services to its residents;

WHEREAS, the adoption of a County Income Tax will provide a method for additional property tax relief to be made available to the residents of the City of Fort Wayne through an increase of the Homestead Credit;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The Common Council of the City of Fort Wayne proposes to the Allen County Income Tax Council, the Ordinance attached hereto, made a part hereof, and marked Exhibit "A."

SECTION 2. The Common Council of the City of Fort Wayne casts its 58.5 votes for the proposed Ordinance of the Allen County Income Tax Council which reads as follows: See Exhibit "A" attached hereto.

SECTION 3. The Clerk of the Common Council is hereby directed to distribute a copy of this Resolution and the proposed Ordinance of the Allen County Income Tax Council to the Auditor of Allen County, as provided by I.C. 6-3.5-6-5.

SECTION 4. This Resolution shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

Councilmember

Councilmember

APPROVED AS TO FORM AND LEGALITY

J. Timothy Mc Caulan

J. Timothy McCaulay City Attorney

ORDINANCE OF THE ALLEN COUNTY INCOME TAX COUNCIL IMPOSING A COUNTY OPTION INCOME TAX, IN ALLEN COUNTY, INDIANA.

WHEREAS, The Common Council of the City of Fort Wayne, as a member of the Allen County Income Tax Council, has adopted a Resolution proposing the adoption of an Ordinance adopting a County Option Income Tax in Allen County, Indiana; and

WHEREAS, The Allen County Income Tax Council, recognizing the need to increase revenues for Allen County and the cities and towns located within Allen County, Indiana, to enable them to maintain and improve the services provided to residents of Allen County, Indiana, and to provide an opportunity for additional property tax relief to residents of Allen County, Indiana, does hereby resolve to enact a County Option Income Tax in Allen County, Indiana:

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE ALLEN COUNTY INCOME TAX COUNCIL AS FOLLOWS:

SECTION 1. The Allen County Income Tax Council imposes the County Option Income Tax on the county taxpayers of Allen County, Indiana. The Allen County Income Tax is imposed at a rate of two-tenths of one percent (0.2%) on the resident county taxpayers of the county and at a rate of five-hundreths percent (0.05%) on all other county taxpayers. This tax takes effect July 1 of this year.

SECTION 2. The Auditor of Allen County is directed to use and distribute the revenues recognized from said County Option Income Tax in the manner provided by I.C. 6-3.5-6-18.

PAGE TWO	
SO ORDAINED.	
This Ordinance read, considered	ed and, on motion duly made and
seconded, adopted this da	ay of, 1989.
ALL	EN COUNTY INCOME TAX COUNCIL
BY:	
ATTEST:	

Linda K. Bloom, Auditor Allen County, Indiana

AUDITOR OF ALLEN COUNTY

PHONE: (219) 428 - 7241 ROOM 102 CITY-COUNTY BUILDING ONE MAIN STREET, FORT WAYNE, INDIANA 46802

STATE OF INDIANA



LINDA K. BLOOM

AUDITORS CERTIFICATE

FEB 28 1989

SANDRA E. KENNEDY

CITY CLERK

COUNTY	OF	ALLEN)				

I, LINDA K. BLOOM, DO HEREBY CERTIFY THAT I AM THE DULY ELECTED, QUALIFIED AND ACTING AUDITOR OF ALLEN COUNTY.

I FURTHER CERTIFY THAT THE POPULATION PERCENTAGE OF FORT WAYNE TO ALLEN COUNTY, IS 58.50% .

FOLLOWING IS A BREAKDOW OF THE PERCENTAGES TOTALING 100%.

FORT WAYNE	58.50%
COUNTY	37.76%
NEW HAVEN	2.28%
MONROEVILLE	.47%
HUNTERTOWN	.43%
WOODBURN	.34%
GRABILL	. 22%

100.00%

SEAL

LINDA K. BLOOM

AUDITOR, ALLEN COUNTY, INDIANA

title and referred to the Committee on City Plan Commission for recommendation) due legal notice, at the Council Confere Fort Wayne, Indiana, on of the Council Conference of	duly dopted, read the second time by (and the and Public Hearing to be held after ence Room 128, City-County Building,
DATED: 1-24-89	SANDRA E. KENNEDY, CITY CLERK
Read the third time in full and of seconded by , ar passage. PASSED LOST by the follow	on motion by Steel , and duly adopted, placed on its wing vote:
AYES NAYS	ABSTAINED ABSENT
TOTAL VOTES 5 9	
BRADBURY	
BURNS	
GiaQUINTA	
HENRY	
LONG	
REDD	
SCHMIDT	
STIER	
TALARICO	
DATED: 3-14-89	Meder & Select SANDRA E. KENNEDY, CITY CLERK
Passed and adopted by the Common	Council of the City of Fort Wayne,
Indiana, as (ANNEXATION) (APPRO	OPRIATION) (GENERAL)
	ANCE RESOLUTION NO. 0-17-89
on the 14th day of Mus	ch , 1989,
SANDRA E. KENNEDY, CITY CLERK	PRESIDING OFFICER
	the City of Fort Wayne, Indiana, on
the 15th day of	
at the hour of 2.30 o'c	clock .M.,E.S.T.
Approved and signed by me this	SANDRA E. KENNEDY, CITY CLERK Sh day of March
19 89, at the hour of 2:45	o'clockM.,E.S.T.
	PAUL HEIME MAYOR
	PAUL HELMKE, MAYOR

the c

AUDITOR OF ALLEN COUNTY



Room 102 City-County Bldg. · Fort Wayne, Indiana 46802

SANDRA KENNEDY CITY CLERK

Admn.	Appr.	
-------	-------	--

DIGEST SHEET

TITLE OF ORDINANCE	RESOLUTION		4-81-01-20
DEPARTMENT REQUESTING	ORDINANCE MAYOR'	S OFFICE	
SYNOPSIS OF ORDINANCE_	PROPOSES ADOPT	ION OF COUNT	CY OPTION
INCOME TAX			
EFFECT OF PASSAGE WOU	LD IMPOSE COIT BE	CAUSE COMMON	COUNCIL CONTROLS
MAJORITY OF VOTES OF	N THE COUNTY INCO	ME TAX COUNC	IL.
EFFECT OF NON-PASSAGE			
MONEY INVOLVED (DIRECT	COSTS, EXPENDITURES,	SAVINGS)	
SSIGNED TO COMMITTEE (PRFSTDF/mm \		
to continue (THE TOTAL !		

BILL NO. R-89-01-30	
REPORT OF	THE COMMITEE ON PUBLIC RELATIONS
WE, YOUR COMMITTEE ON_	PUBLIC RELATIONS TO WHOM WAS
REFERRED AN (ORNINANCE)	(RESOLUTION) authorizing the
Common Council of the	City of Fort Wayne to propose an Ordinance
for passage to the Co	unty Income Tax Council
	JAMES S. STIER
	SAMUEL J. TALARICO VICE CHAIRMAN
	VICE CHAIRMAN CHARLES B. REDD
	DAVID C. LONG
	MARK E. GiaQUINTA
	PAUL M. BURNS
	DONALD J. SCHMIDT
	THOMAS C. HENRY
7 /	JANET G. BRADBURY
CONCURRED IN 3-1	101.

SANDRA E. KENNEDY CITY CLERK



The City of Fort Wayne

January 25, 1989

Ms. Cynthia Wilkins Fort Wayne Newspapers, Inc. 600 West Main Street Fort Wayne, IN 46802

Dear Ms. Wilkins:

Please give the attached full coverage on the date of January 28, 1989, in both the News Sentinel and the Journal Gazette.

RE: Legal Notice for Common Council of Fort Wayne, IN

Notice of County Option Income Tax Ordinance Vote

Resolution No. R-89-01-30 & Ordinance

Resolution No. R-89-01-31 & Ordinance

Please send us four copies of the Publisher's Affidavit from both newspapers.

Thank you.

Sincerely yours, Janha f. Lennedy

Sandra E. Kennedy

City Clerk

SEK/ne ENCL: 1

NOTICE OF COUNTY OPTION INCOME TAX ORDINANCE VOTE

	The fiscal body of the City of Fort Wayne hereby
	declares that on at
	a public hearing will be held at
	concerning the following Resolution to propose an Ordinance that
are	is before the members of the County Income Tax Council. Members
	of the public are cordially invited to attend the hearing for the
	purpose of expressing their views.
	Charles Redd SANDRA L KENNED- Clerk President, City of Fort Wayne Common Council
	(Note to Publisher - included in the Notice the Resolution and proposed Ordinance, attached hereto.)
	(Note to Publisher - publish one (1) time in the Journal Gazette and the News Sentinel on or before)

NOTICE OF COUNTY OPTION INCOME TAX ORDINANCE VOTE

The fiscal body of the City of Fort Wayne hereby declares that on Thursday, February 9, 1989, at 7:00 P.M., o'clock, a public hearing will be held at the Common Council Chambers Room 126, City-County Building, concerning the following Resolutions to propose Ordinances that are before the members of the County Income Tax Council. Members of the public are cordially invited to attend the hearing for the purpose of expressing their views.

Sandra E. Kennedy City Clerk

•	
	BILL NO. R-89-01-30
1	RESOLUTION NO. R
2	A RESOLUTION authorizing the Common Council of the City of Fort Wayne to propose an Ordinance for passage to
_	the County Income Tax Council.
4	WHEREAS, the adoption of a County Option Income Tax
5	will provide additional revenues to enable Fort Wayne,
6	Indiana, to maintain and improve the level of municipal
7	services to its residents;
8	WHEREAS, the adoption of a County Income Tax will
9	provide a method for additional property tax relief to be made
10	available to the residents of the City of Fort Wayne through
11	an increase of the Homestead Credit;
12	NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
13	THE CITY OF FORT WAYNE, INDIANA:
14	SECTION 1. The Common Council of the City of Fort
15	Wayne proposes to the Allen County Income Tax Council, the
16	Ordinance attached hereto, made a part hereof, and marked
17	Exhibit "A."
18	SECTION 2. The Common Council of the City of Fort
19	Wayne casts its 58.5 votes for the proposed Ordinance of the
20	Allen County Income Tax Council which reads as follows: See
21	Exhibit "A" attached hereto.
22	
	SECTION 3. The Clerk of the Common Council is hereby
23	directed to distribute a copy of this Resolution and the

proposed Ordinance of the Allen County Income Tax Council to

the Auditor of Allen County, as provided by I.C. 6-3.5-6-5.

SECTION 4. This Resolution shall be in full force and

24

25

26

29 30

31

Councilmember, Charles B. Redd

Councilmember

EXHIBIT "A"

ORDINANCE NO.

ORDINANCE OF THE ALLEN COUNTY INCOME TAX COUNCIL IMPOSING A COUNTY OPTION INCOME TAX, IN ALLEN COUNTY, INDIANA.

WHEREAS, The Common Council of the City of Fort Wayne, as a member of the Allen County Income Tax Council, has adopted a Resolution proposing the adoption of an Ordinance adopting a County Option Income Tax in Allen County, Indiana; and

WHEREAS, The Allen County Income Tax Council, recognizing the need to increase revenues for Allen County and the cities and towns located within Allen County, Indiana, to enable them to maintain and improve the services provided to residents of Allen County, Indiana, and to provide an opportunity for additional property tax relief to residents of Allen County, Indiana, does hereby resolve to enact a County Option Income Tax in Allen County, Indiana:

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE ALLEN COUNTY INCOME TAX COUNCIL AS FOLLOWS:

SECTION 1. The Allen County Income Tax Council imposes the County Option Income Tax on the county taxpayers of Allen County, Indiana. The Allen County Income Tax is imposed at a rate of two-tenths of one percent (0.2%) on the resident county taxpayers of the county and at a rate of five-hundreths percent (0.05%) on all other county taxpayers. This tax takes effect July 1 of this year.

SECTION 2. The Auditor of Allen County is directed to use and distribute the revenues recognized from said County Option Income Tax in the manner provided by I.C. 6-3.5-6-18.

SO ORDAINED.

This Ordinance read, considered and, on motion duly made and seconded, adopted this _____ day of _____, 1989.

ALLEN COUNTY INCOME TAX COUNCIL

BY:	
Will come	

1 RESOLUTION NO. 2 A RESOLUTION proposing that the Allen County Income Tax Council adopt an 3 Ordinance to increase the percentage credit allowed for homesteads in Allen 4 County Under I.C. 6-1.1-20.9-9. 5 WHEREAS, the Allen County Income Tax Council has 6 adopted an Ordinance establishing a County Option Income Tax 7 in Allen County effective July 1, 1989; 8 WHEREAS, I. C. 6-3.5-6-13 provides that a County Income 9 Tax Council may increase the percentage credit allowed for 10 homesteads in a county in which a county income tax is in 11 effect; 12 WHEREAS, I. C. 6-3.5-6-13 provides that such 13° ordinance increasing the homestead credit percentage may 14 provide for a series of increases or decreases to take place 15 for each of a group of succeeding calendar years; 16 WHEREAS, any increase in the percentage credit allowed 17 for homesteads under I.C. 6-3.5-6-13 takes effect on January 1 18 of the next succeeding calendar year; 19 NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF 20 THE CITY OF FORT WAYNE, INDIANA: 21 SECTION 1. The Common Council of the City of Fort 22 Wayne proposes to the Allen County Income Tax Council, the 23 Ordinance attached hereto, made a part hereof, and marked 24 Exhibit "A." 25 SECTION 2. The Common Council of the City of Fort 26 Wayne casts its 58.5 votes for the proposed Ordinance of the 27 Allen County Income Tax Council, increasing the percentage 28 credit allowed for homesteads, which reads as follows: "See 29 Exhibit "A." 2 SECTION 3. This Resolution shall be in full force and 2 effect from and after its passage, and any and all necessary 3 approval by the Mayor. Thomas C. Henry 4 (.____ 5 Councilmember Charles B. Redd/ 6 Councilmember _7___

EXHIBIT "A"

ORDINANCE

WHEREAS, the Allen County Income Tax Council has previously adopted an ordinance adopting a County Option Income Tax in Allen County, Indiana, effective July 1, 1989;

WHEREAS, I.C. 6-3.5-6-13 permits the Allen County Income Tax Council to adopt an ordinance to increase the percentage credit allowed for homesteads in Allen County under I.C. 6-1.1-20.9-9;

WHEREAS, I.C. 6-3.5-6-13 provides that increases in the homestead credit percentage may be provided for in a series of increases to take place for each of a group of succeeding calendar.years;

WHEREAS, I.C. 6-3.5-6-13 provides that any such ordinance takes effect on January 1 of the next succeeding calendar year;

WHEREAS, at the time of the passage of this Ordinance, the state wide rate for the Homestead Credit percentage is four percent (4%);

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE ALLEN COUNTY INCOME TAX COUNCIL, AS FOLLOWS:

SECTION 1. That the percentage credit allowed for homesteads in Allen County under I.C. 6-1.1-20.9-9 be increased as follows:

1990 - from 4% to 8%

1991 - from 8% to 10%

1992 - from 10% to 11%

1993 and thereafter, from 11% to 12%.

SECTION 2. The percentage increases outlined in Section 1. are based upon a state wide base rate of four percent (4%). In the event that the state base rate of 4% is increased during the term of this Ordinance, the increase in the percentage credit provided for in Section 1. shall be in the same ratio to any new state wide base percentage credit as the proposed increases are to the current state wide percentage credit.

SO ORDAINED

This	Ordin	nance	rea	ad,	conside	red	and,	on	motion	duly	made	and
secon	ded,	adopte	ed	this		day	of		,	1989.		

ALLEN	COUNTY	INCOME	TAX	COUNCIL

BY:	

STATE OF INDIANA)

COUNTY OF ALLEN

AFFIDAVIT

COMES NOW Sandra E. Kennedy, and being duly sworn upon her oath, states as follows:

SS:

- 1. The Affiant is over the age of eighteen (18) years and competent to testify.
- 2. The Affiant is the duly elected City Clerk, of the City of Fort Wayne, and served in that office during the calendar year 1988, and in 1989.
- 3. As City Clerk I am the legal custodian of City Council records.
- 4. That under IC 6-3.5-6-3 the County Auditor was to certify to each member of the County Income Tax Council (To Wit City Council) the number of votes.
- 5. That a search of the records of my office does not reveal any such filing except for the filing received February 28, 1989 and March 6, 1989, a copy of which is attached hereto and made a part hereof.
- 6. After inquiry of my staff neither your Affiant nor any of your Affiant's staff recall any such filing except as above stated.
- 7. That your Affiant must conclude that no other filings have been received.

Further, Affiant sayeth naught.

Sandra E. Kennedy

Denha 6 Ke

City Clerk

STATE OF INDIANA)

COUNTY OF ALLEN)

Before me, the undersigned, a Notary Public in and for said County and State, this 7th day of March, 1989, personally appeared, Sandra E. Kennedy and acknowledged the execution of the foregoing Affidavit. IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal.

My Commission Expires:

1-9-93

Notary Public A Resident of Allen County

AUDITOR OF ALLEN COUNTY

PHONE: (219) 428 - 7241 ROOM 102 CITY-COUNTY BUILDING ONE MAIN STREET, FORT WAYNE, INDIANA 46802

CTATE OF THE AMA



LINDA K. BLOOM

AUDITORS CERTIFICATE

FEB 28 1989

ANDRA E. KENNEDY
CITY CLERK

STATE OF INDIANA	,	SS:	Si
COUNTY OF ALLEN	ć		

I, LINDA K. BLOOM, DO HEREBY CERTIFY THAT I AM THE DULY ELECTED, QUALIFIED AND ACTING AUDITOR OF ALLEN COUNTY.

I FURTHER CERTIFY THAT THE POPULATION PERCENTAGE OF FORT WAYNE TO ALLEN COUNTY, IS 58.50%.

FOLLOWING IS A BREAKDOW OF THE PERCENTAGES TOTALING 100%.

FORT WAYNE	58.50%
COUNTY	37.76%
NEW HAVEN	2.28%
MONROEVILLE	.47%
HUNTERTOWN	.43%
WOODBURN	. 34%
GRABILL	.22%

100.00%

SEAL

LINDA K. BLOOM

AUDITOR, ALLEN COUNTY, INDIANA

AUDITOR OF ALLEN COUNTY

PHONE: (219) 428 - 7241
ROOM 102 CITY-COUNTY BUILDING
ONE MAIN STREET, FORT WAYNE, INDIANA 46802



LINDA K. BLOOM

FORT WAYNE, IND.

MAR 06 1989

SANDRA E. KENNEDY

MARCH 2, 1989 AUDITORS CERTIFICATE

STATE OF INDIANA)
COUNTY OF ALLEN)

I, LINDA K. BLOOM DO HEREBY CERTIFY THAT I AM THE DULY ELECTED, QUALIFIED AND ACTING AUDITOR OF ALLEN COUNTY.

I FURTHER CERTIFY THAT THE POPULATION OF FORT WAYNE IS 172,196 AND THE PERCENTAGE TO ALLEN COUNTY IS 58.50 .

THE FOLLOWING IS A BREAKDOWN OF THE VOTES OF THE MEMBERS OF THE ALLEN COUNTY INCOME TAX COUNCIL:

FORT WAYNE COUNTY NEW HAVEN MONROEVILLE HUNTERTOWN	58.50 37.76 2.28 .47 .43
HUNTERTOWN WOODBURN	.43
GRABILL	.22

100.00

LINDA K. BLOOM

AUDITOR, ALLEN COUNTY, INDIANA

SEAL

File Capy WILLIAMS WILLIAMS DOXSEE & BELL ATTORNEYS AND COUNSELORS AT LAW (AN ASSOCIATION, NOT A PARTNERSHIP) 323 WEST BERRY STREET FORT WAYNE, INDIANA 46802-2285 JOHN E. WILLIAMS, SR. JOHN E. WILLIAMS, JR. DONALD D. DOXSEE JANET SEIWERT BELL March 7, 1989 Stanley Levine, Esq. City Council Attorney City-County Building Fort Wayne, Indiana 46802 Dear Mr. Levine: I have had the opportunity to review that part of the statute found at IC 6-3.5-6-3 dealing with certain notice provisions of the County Option Income Tax. I have also had the opportunity to review the opinion of the city attorney . After reviewing these matters it is my opinion that the shall in the language "the county auditor shall certify to each member of the county income tax council . . . " is mandatory. That it must be carried out before the provisions of the statute may be enforced. As a former Deputy Attorney General of the State of Indiana I am familiar with the legislative drafting process. Just about all manuals on legislative drafting state that the word "shall" is to be used where there is intended to be a duty or obligation to act. This includes Reed Dickerson's classic work entitled "Legislative Drafting". I should also point out that all bills introduced in Indiana legislature are supposed to be reviewed by the Legislature's bill drafting agency as to form. My drafting guide from that agency (which is now several years out date) also confirms that the word "shall" is to be used to express a mandatory sense. I am attaching copies of the relevant pages from the two publications just mentioned. I must presume that the legislature followed its own agency's guidelines and the standard practice in drafting the legislation in question. I must concur in your opinion that the "shall" in the statute in question is mandatory and not directory. DDD/dd

LEGISLATIVE DRAFTING

by REED DICKERSON



LITTLE, BROWN AND COMPANY Boston • Toronto 1954

Say

buy

purchase (as ■ verb)

Don't Say

enter into a contract with spend contract with

negotiate (in the sense of "enter into" a contract)

make

nommun donate

give

binds

send for, call

is binding upon

modify

change

hide

go, go ahead

all the -

concea]

all of the proceed

portion

part

remainder

category

kind, class, group

technical

of a technical nature

within or without the United (b) Don't change a term of art merely because it contains inside or outside the United States

words on the "Don't Say" list.

authority is liable to be construed by the courts as a duty, the word "may" should be followed by words such ... "in his disthat where an intended right might be construed as merely an "shall not." 2 However, where a power conferred on a public posed, use "shall." If an obligation not to act is imposed, use unenforcible privilege, use "is entitled." If a right, privilege, or power is abridged, use "may not." If an obligation to act is im-(a) If a right, privilege, or power is conferred, use "may," except §7.4. "Shall" and "may." 1

Nebraska 28; New York 20; Oklahoma 43, 66; Oregon 50, 54; South Carolina 3; Canada 29 (1238); N.E.A. 21; Lazarus (La.) 193; Van der Zee (Iowa) 379; Wight (Wash.) 23. On the judicial interpretation of "shall" and "may," see Sutton. WALKER 349; Cullen 19; Driedger (Memorandum) 12; Johnson 110; Sutton 204; Arizona 35; Arkansas 15; California 34; Florida 16; Illinois 53-54, 56; Mississippi 2; \$7.4. COODE 15-17; JONES 94; RUSSELL 108; SUTHERLAND, §4928; THRING 20:

SUGGESTIONS ON SPECIFIC WORDING

cretion" a unless "may" has been expressly defined as being only permissive.

should not be stated as a duty to enjoy the right. when the recipient is the subject of an active sentence. (b) Avoid the common error of using "shall" to confer a right A right

Don't Say

He shall receive compensation of \$12,000 a year. He is entitled to compensation of \$12,000 a year.

His compensation is \$12,000 a.

an affirmative "shall." * (c) Avoid the common practice of using a negative subject with

Don't Say

Say

permission, to act. On the other hand, "No person may . . . quired to act. So read, it negates the obligation, but not the Literally, "No person shall . . . " means that no one is re-No person shall . . . No person may . . .

§7.5. "Any," "each," "every," etc.

negates also the permission and is, therefore, the stronger prohibi-

and "some" (technically known as "pronominal indefinite adjectives") only where necessary.1 (a) Use adjectives such as "each," "every," "any," "all," "no,"

shall . . . "; "Qualified state officers may not . . . "). necessary to use such an adjective (e.g., "Qualified state officers (b) If the subject of the sentence is plural, it is almost never

(c) If the subject of the sentence is singular, use the pronominal

of to all of them. nite, follow these conventions: hausted) by applying it to a single member of the class instead that the obligation is to be discharged (or the privilege exwhen the use of "a" would allow the unintended interpretation indefinite only when the article "a" or "the" is inadequate, as If it is necessary to use a pronominal indefi-

^{*}THRING 62; Illinois 56-57; Oregon 51; Canada 33 (1238)

^{*}Oklahoma 43; Wight (Wash.) 29

^{§7.5.} Driedger (Legislative Drafting) 298; Canada 29 (1235).

DRAFTING MANUAL

for the

INDIANA GENERAL ASSEMBLY

Ву

F. RICHARD REMBUSCH

Director, Public Law Division Indiana Legislative Council

CLARINE NARDI RIDDLE

Staff Attorney Indiana Legislative Council

Assisted by

The Entire Staff

of the

Indiana Legislative Council

RECEIVED JUN 2 1 1979

C Copyright 1976

Ву

Indiana Legislative Council Room 302 State House Indianapolis, Indiana 46204 317-269-3550



DM 11-76

CHAPTER 9. GENERAL RULES OF DRAFTING TECHNIQUE

The following matters of drafting technique should be followed to contribute to clarity in Indiana statutes, especially new legislation. However, the drafter must be cautious when he applies some of these matters of technique in amending existing law; questionable or outmoded terminology must be scrutinized before it is, purely as a matter of technique, deleted.

1. Tense. A statute is regarded as constantly speaking. It speaks as of the time when it is read or applied, not merely as of the time it takes effect. In general, it must, therefore, be written in the present tense. Where it is necessary to express a time relationship (stating, for example, a condition precedent to the operation of the law), the drafter should state the facts that are concurrent with the operation of the law as present facts, and facts precedent to its operation as past facts. To show that these past facts must have been completed before the operation of the law, the present perfect tense is usually used. For example:

"If he has finished his education, he may"

or

"If she has qualified for citizenship, she shall "

However, if the future tense is appropriate, the drafter should use "will". For example:

"If the administrator determines that the computer system will cause problems for the agency, he shall contact"

Do not use "shall" for the future tense; reserve its use for the imposition of a duty or obligation, in other words, in the imperative mood.

Further, since statute does speak continuously, do not use words like "now", "present", or "already" to relate events to the time when the law takes effect. Instead, use selfinite date.

- 2. Mood. Use the indicative mood. Especially with self-executing provisions, the drafter should use the indicative, not the imperative, mood: the drafter must avoid the "false imperative" (i.e., use "architect means", not "architect shall mean"). The indicative is also appropriate for cases and conditions; avoid the subjunctive (i.e., use "if it is found that", not "if it be found that").
- 3. Voice. The active, rather than the passive voice, is preferable. Only if the person who is required to act is unidentified, should the passive voice be used. Say, "The commission shall employ secretary", not "The secretary shall be employed by the commission".

- 4. Singular and Plural; Gender. Words importing the singular number may extend and be applied to several persons or things as well as to one person or thing, and the plural may apply to one person or thing. Words importing one gender extend and may be applied to any gender. So far as substantive meaning allows it, use the singular in drafting new legislation rather than the plural. This will avoid any confusion as to whether the verb applies to each member of the subject class or to the whole subject class. However, these rules are not iron-clad; if only the singular or the plural or only one gender is desired, the drafter should clarify that point.
- 5. Length of Sections and Sentences. In new legislation, keep sections and sentences as short as possible without diminishing the quality of expression. Select short, familiar words and phrases that best convey the intended meaning in accord with approved usage.

If a section covers a number of contingencies, break it down into manageable divisions.

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Breakdowns beyond the level of "(A), (B), (C)" are discouraged.

6. Punctuation. Punctuate carefully. Do recast the sentence if a change in punctuation might change or influence meaning.

7. Choice of Words.

- (a) And/or. Do not use the expression, "and/or". It is a verbal monstrosity: "and" being conjunctive, "or" being disjunctive, and "and/or" indicating an alternative. Decide whether you mean an "and" or "or" and use the proper word. Use "either . . . or . . . or both" if necessary to emphasize the usage.
 - (b) It. For conditions, use "if" not "when" or "where".
- (c) Pronouns. Use pronouns only if their antecedents are unmistakable.
- (d) Provisos. The words, "provided", "provided, that", and "provided, however" should be avoided in new legislation. In addition to being archaic, provisos have sometimes been used in an ambiguous manner, especially where two or more are used in the same sentence.

If an addition "but", or "ex

(e) Shall by "shall" (in a permissive intended rigl lege; instead

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(f) Such the, this, tha under genera correctly. "S "such a". Do "beforement emphasis.

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If an additional proviso or exception is necessary, use "however", "but", or "except" or add a new sentence.

- (e) Shall; May; Is Entitled. A duty or obligation is best expressed by "shall" (in m mandatory sense); n power or privilege by "may" (in a permissive sense). However, "may" should not be used where an intended right might be construed as merely an unenforcible privilege; instead, use "is entitled". Prohibitions are best expressed by:
 - (1) "shall not" or "no person shall", which means that no one is required to act, however, this prohibition does not negate the permission to act; or
 - (2) "may not" or "no person may" which negates the privilege (this is the stronger prohibition since it negates the permission to act).
- (f) Such. Avoid using the word, "such", where an article (e.g., the, this, that, these, those) may be used. As well as being improper under general writing standards, it also can be ambiguous if not used correctly. "Such" is appropriately used in the phrase, "such as" and "such a". Do not use "said", "aforesaid", "hereinbefore", "hereinabove", "beforementioned", "whatsoever" or similar words of reference or emphasis.
- (g) That, which.\footnotemark "That" is the defining or restrictive pronoun. "Which" is the non-defining or nonrestrictive pronoun. For example:

"The lawn mower that is broken is in the garage." (Tells which one.)

"The lawn mower, which is broken, is in the garage." (Adds a fact about the only mower in question and is set off by commas.)

Use these pronouns with precision.

8. Economy of Expression. The following words are presented only as guides. The drafter may deviate from these, so long as the terminology is not ambiguous or redundant. Avoid unnecessary words and the use of the same word or phrase in different senses. Synonyms, unless necessary for clarity, are to be avoided.

Also, avoid using couplets that have the same effect. Avoid couplets in which one is included in the other; use the broader or narrower term as the substance requires:

Avoid Redundant Terms in Couplets

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each and every
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over and above
sole and exclusive
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THE CITY OF FORT WAYNE

March 15, 1989

The Honorable Mayor Paul Helmke 9th Floor City-County Building One Main Street Fort Wayne, Indiana 46802

Regarding: Bill No. R-89-01-30 &

Bill No. R-89-01-31 (as amended) (as amended)

Dear Mayor Helmke:

Since both of the resolutions, on their face, require their submission to you for any necessary approval, I am delivering both resolutions to your office. Our City Council Attorney has advised that undoubtedly the statute does not require any action on your part at this time.

I would appreciate it if your office would confirm that both of these resolutions, and the proposed ordinances attached thereto are delivered by your office to the Auditor of Allen County for further action by the Auditor pursuant to I.C. 6-3.5-6-5.

We would appreciate copies of the attached documents bearing file - stamp of the Auditor.

Madyin Eshcoff

Nadejda Eshcoff Deputy Clerk

57 C3

1 A RESOLUTION authorizing the Common 2 Council of the City of Fort Wayne to propose an Ordinance for passage to the County Income Tax Council. 3 4 WHEREAS, the adoption of a County Option Income Tax 5 will provide additional revenues to enable Fort Wayne, 6 Indiana, to maintain and improve the level of municipal 7 services to its residents; 8 WHEREAS, the adoption of a County Income Tax will 9 provide a method for additional property tax relief to be made 10 available to the residents of the City of Fort Wayne through 11 an increase of the Homestead Credit; 12 NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF 13 THE CITY OF FORT WAYNE, INDIANA: 14 SECTION 1. The Common Council of the City of Fort 15 Wayne proposes to the Allen County Income Tax Council, the 16 Ordinance attached hereto, made a part hereof, and marked 17 Exhibit "A." 18 SECTION 2. The Common Council of the City of Fort Wayne casts its 58.5 votes for the proposed Ordinance of the 19 20 Allen County Income Tax Council which reads as follows: See 21 Exhibit "A" attached hereto. 22 SECTION 3. The Clerk of the Common Council is hereby 23 directed to distribute a copy of this Resolution and the 24 proposed Ordinance of the Allen County Income Tax Council to 25 the Auditor of Allen County, as provided by I.C. 6-3.5-6-5. 26 SECTION 4. This Resolution shall be in full force and 27 effect from and after its passage, and any and all necessary 28 approval by the Mayor. 29 Councilmember

APPROVED AS TO FORM AND LEGALITY

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J. Timothy McCoulan J. Timothy McCaulay, City Attorney

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Councilmember

ORDINANCE NO.

ORDINANCE OF THE ALLEN COUNTY INCOME TAX COUNCIL IMPOSING A COUNTY OPTION INCOME TAX, IN ALLEN COUNTY, INDIANA.

WHEREAS, The Common Council of the City of Fort Wayne, as a member of the Allen County Income Tax Council, has adopted a Resolution proposing the adoption of an Ordinance adopting a County Option Income Tax in Allen County, Indiana; and

WHEREAS, The Allen County Income Tax Council, recognizing the need to increase revenues for Allen County and the cities and towns located within Allen County, Indiana, to enable them to maintain and improve the services provided to residents of Allen County, Indiana, and to provide an opportunity for additional property tax relief to residents of Allen County, Indiana, does hereby resolve to enact a County Option Income Tax in Allen County, Indiana:

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE ALLEN COUNTY INCOME TAX COUNCIL AS FOLLOWS:

SECTION 1. The Allen County Income Tax Council imposes the County Option Income Tax on the county taxpayers of Allen County, Indiana. The Allen County Income Tax is imposed at a rate of two-tenths of one percent (0.2%) on the resident county taxpayers of the county and at a rate of five-hundreths percent (0.05%) on all other county taxpayers. This tax takes effect July 1 of this year.

SECTION 2. The Auditor of Allen County is directed to use and distribute the revenues recognized from said County Option Income Tax in the manner provided by I.C. 6-3.5-6-18.

PAGE TWO

SO ORDAINED.

This Ordinance read, considered and, on motion duly made and seconded, adopted this _____ day of _____, 1989.

ALLEN COUNTY INCOME TAX COUNCIL

BY: _____

ATTEST:

Linda K. Bloom, Auditor Allen County, Indiana

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BILL NO. R-89-01-31 (AS AMENDED) (AS AMENDED)

RESOLUTION NO. R-18-89

A RESOLUTION proposing that the Allen County Income Tax Council adopt an Ordinance to increase the percentage credit allowed for homesteads in Allen County Under I.C. 6-1.1-20.9-9 and expressing the will of the Common Council of the City of Fort Wayne to freeze the County Income Tax at the rate in effect on January 1, 1991.

WHEREAS, the Allen County Income Tax Council has adopted an Ordinance establishing a County Option Income Tax in Allen County effective July 1, 1989;

WHEREAS, I. C. 6-3.5-6-13 provides that a County Income Tax Council may increase the percentage credit allowed for homesteads in a county in which a county income tax is in effect;

WHEREAS, I. C. 6-3.5-6-13 provides that such an ordinance increasing the homestead credit percentage may provide for a series of increases or decreases to take place for each of a group of succeeding calendar years;

WHEREAS, any increase in the percentage credit allowed for homesteads under I.C. 6-3.5-6-13 takes effect on January 1 of the next succeeding calendar year;

WHEREAS, the Common Council of the City of Fort Wayne wishes to express its intent and commitment to freeze the County Option Income Tax at the rate in effect on January 1, 1991.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The Common Council of the City of Fort Wayne proposes to the Allen County Income Tax Council, the Ordinance attached hereto, made a part hereof, and marked Exhibit "A."

SECTION 2. The Common Council of the City of Fort Wayne casts its 58.5 votes for the proposed Ordinance of the Allen County Income Tax Council, increasing the percentage credit allowed for homesteads, which reads as follows: "See Exhibit "A.".

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PAGE TWO

SECTION 3. It is the intent of the Common Council of the City of Fort Wayne, to propose to the Allen County Income Tax Council for adoption between January 1, 1991, and April 1, 1991, the following Ordinance:

"The Allen County Income Tax Council permanently freezes the County Option Income Tax rates at the rates in effect on January 1, 1991."

It is the further intent of the Common Council of the City of Fort Wayne to cast the City of Fort Wayne's votes on said County Income Tax Council in 1991 in favor of such an ordinance freezing the County Option Income Tax Rate.

SECTION 4. This Resolution shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

Councilmember

Councilmember

ORDINANCE

AN ORDINANCE of the Allen County Income Tax Council increasing the percentage credit allowed for homesteads in Allen County under I.C.6-1.1-20.9-9.

WHEREAS, the Allen County Income Tax Council has previously adopted an ordinance adopting a County Option Income Tax in Allen County, Indiana, effective July 1, 1989;

WHEREAS, I.C. 6-3.5-6-13 permits the Allen County Income Tax Council to adopt an ordinance to increase the percentage credit allowed for homesteads in Allen County under I.C. 6-1.1-20.9-9;

WHEREAS, I.C. 6-3.5-6-13 provides that increases in the homestead credit percentage may be provided for in a series of increases to take place for each of a group of succeeding calendar years;

WHEREAS, I.C. 6-3.5-6-13 provides that any such ordinance takes effect on January 1 of the next succeeding calendar year;

WHEREAS, at the time of the passage of this Ordinance, the state wide rate for the Homestead Credit percentage is four percent (4%);

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE ALLEN COUNTY INCOME TAX COUNCIL, AS FOLLOWS:

SECTION 1. That the percentage credit allowed for homesteads in Allen County under I.C. 6-1.1-20.9-9 be increased as follows:

1990 - from 4% to 8%

1991 - from 8% to 10%

1992 - from 10% to 12%

SECTION 2. The percentage increases outlined in Section 1. are based upon a state wide base rate of four percent (4%). In the event that the state base rate of 4% is, increased during the term of this Ordinance, the increase in the percentage credit provided for in Section 1. shall be in

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PAGE TWO

the same increments as set forth above, as follows:

1990 - Four points above base.

1991 - Six points above base.

1992 - Eight points above base.

SO ORDAINED

This Ordi	nance r	ead,	conside	red	and,	on	motion	duly	made	and
seconded,	adopted	this		day	of _			1989.		

ALLEN COUNTY INCOME TAX COUNCIL

BY:	

ATTEST:

Linda K. Bloom, Auditor Allen County, Indiana

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Fort Wayne Common Council To:	General Form No. 99P (Revised 1987) Journal-Gazette
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County, Indiana	
PUBLISHER'S CLAIM	
LINE COUNT	
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Head number of lines	2
Body number of lines	174
Tail number of lines	9
Total number of lines in notice	185
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COMPUTATION OF CHARGES	
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Additional charge for notices containing rule or tabular work (50 percent of above amount)	
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TOTAL AMOUNT OF CLAIM	\$63.05
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The fiscal body of the City of Fort Wayne here declares that on Thursday, February 9, 1989, at 7 P.M., o'clock, a public hearing will be held at Common Council Chambers Room 126, City-Cou Building, concerning the following Resolutions propose Ordinances that are before the members the County Iscome Tay Council Members of the will be county Iscome Tay Council Members of the will be county Iscome Tay Council Members of the will be controlled to the county Iscome Tay Council Members of the county Iscome Tay Council Members of the county Iscome Tay Council Members of the will be controlled to the county Iscome Tay Council Members of the county Iscome Tay County Isco	by 00 the		
Building, concerning the following Resolutions propose Ordinances that are before the members	nty to of		
are cordially invited to attend the hearing for purpose of expressing their views.	the second		
Sandra E. Kenne City Cle	dy		
A RESOLUTION authorizing the Common Council the City of Fort Wayne to propose an Ordinance	of		
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Fort Wayne, Indiana, to maintain and improve the le of municipal services to its residents:	vel	2 1 1	
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City of Fort Wayne through an increase of t	he Council	The Journal-Gaze	tte Dr.
NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF FOLLOWAYNE, INDIANA: SECTION 1. The Common Council of the City of F.	it)	P.O. Box 100	
WAYNE, INDIANA: SECTION 1. The Common Council of the City of F. Wayne proposes to the Allen County Income T Council, the Ordinance attached hereto, made a pi hereol, and marked Exhibit. "A." SECTION 2. The Common Council of the City of F. Wayne casts its 58.5 votes for the proposed Ordinan of the Allen County Income Tax Council which rea	ax unty Indiana	Fort Wayne, IN	
SECTION 2. The Common Council of the City of For Wayne casts its 58.5 votes for the proposed Ordinan	ort de		
wayne casts is 56.5 votes for the proposed ordinan of the Allen County Income Tax Council which rea as follows: See Exhibit "A" attached hereto. SECTION 3. The Clerk of the Common Council hereby directed to distribute a copy of this Resolution and the proposed Ordinance of the Allen Courtincome Tax Concil to the Auditor of Allen County, provided by LC. 6-3.5-6-5.	PUBLISHER'S CI	LAIM	
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ORDINANCE OF THE ALLEN COUNTY INCOME TA COUNCIL IMPOSING A COUNTY OPTION INCOM TAX, IN ALLEN COUNTY, INDIANA. WHEREAS, The Common Council of the City of For	E STATE OF THE STA		174
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County, Indiana, and to provide an opportunity if additional property tax relief to residents of Alic County, Indiana, does hereby resolve to enact County Option Income Tax in Allen County, Indiana, NOW, THEREFORE, BE IT RESOLVED AN ORDAINED BY THE ALLEN COUNTY INCOME TA COUNCIL AS FOLLOWS.	XES		
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SECTION 2. The Auditor of Allen County is directe to use and distribute the revenues recognized from	d t)		
said County Option Income Tax in the manner provided by I.C. 6-3.5-6-18, SO ORDAINED.	uhlication (\$1 00 for each proof in organ	as of two)	2.00
This Ordinance read, considered and, on motio duly made and seconded, adopted this day of 1989 ALLEN COUNTY INCOME TAX COUNCI.		ss of two)	2.00
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Allen County, Indiana BILL NO. R-89-01-31	ST		
A RESOLUTION proposing that the Allen Count Income Tax Council adopt an Ordinance to increase	Y E		
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has adopted an Ordinance establishing a County Option Income Tax in Allen County effective July 1 1989; WHEREAS, I.C. 6-3,5-6-13 provides that County Income Tax Council may increase the proceedings of the County Income Tax	· ·		÷
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Councilmember Charles B. Redd Councilmember	State of Indiana)) ss:		
ORDINANCE AN ORDINANCE of the Allen County Income Tax	Aller Clause		
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ALLEN COUNTY INCOME TAX COUNCIL		All Manager	
TTEST: BY; Linda K. Bloom, Auditor Allen County, Indiana			
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	te Board of Accounts		neral Form No. 99P (Revised 198
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